



Final Plat Checklist

This is a summary of the information that shall be provided on the plat. This summary is provided for the applicant's benefit; however, fulfilling the requirements of this summary check list does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning regulations (Chapter 106 of city code) and General Development regulations (Chapter 98 of city code), or any other development-related ordinances of the City of Crowley. Please refer to the Crowley City Code, available online through Municode.com, for the city's development requirements.

Each phase must be able to stand alone in terms of public and semipublic improvements.

A completed developer's agreement, if required, must be approved before any construction shall be permitted for any public or semipublic improvements. See city code Section 98-67.

_____ Title block as follows.

FINAL PLAT
NAME OF THE ADDITION
LIST OF ALL LOTS & BLOCKS & PHASES
TOTAL ACREAGE
SURVEY ABSTRACT NUMBERS(S)

Project summary

_____ For all residential subdivisions, a plan summary table, to include total acreage per phase, total number of lots and number of lots per phase and zoning classification, minimum lot size, minimum dwelling size, and density per acre.

_____ A summary table of each lot area (square feet) and a tree schedule in accordance with the landscaping section and a tree preservation plan shall also be included. The tree schedule shall list trees to remain and to be removed, including species and size, to demonstrate compliance with Section 106 -1392 prohibiting clear cutting.

_____ Name, address, and phone number of contact person of applicant, and of developer, owner, or builder if different from applicant, and of the engineer or surveyor.

Map elements

_____ North point arrow (oriented to the top or right of the sheet) and date. Dates of revision are also to be added with each modified set of plans.

_____ Sheet size shall be 22 inches by 34 inches or 24 inches by 36 inches.

_____ Location map: one inch equals 1,000 feet.

_____ Maximum scale of one inch equals 100 feet (maximum scale of one foot equals 200 feet, one sheet addressing purposes).



_____ The following note shall appear on the face of the plat: " Selling a portion of any lot within this addition by metes and bounds is a violation of state law and City ordinance and is subject to fine and withholding of utility services and building permits."

_____ Waivers. The final plat shall contain a waiver of claim for damages against the City occasioned by the establishment of grades or the alteration of any surface of any portion of existing streets and alleys to conform to the grades established in the subdivision.

Site information

_____ Boundary line, accurate in scale and with exact distances and bearings, of the subject tract and each lot within the subdivision including exact size in square feet per lot, and two (2) boundary corners geo-reference by state plane coordinates. Location of corner pins and monuments, including description and whether found or set.

_____ Lot number and block letter designations. Building setback lines shall be shown or noted, including setback lines from all water, sanitary sewer and drainage easements.

_____ Metes and bounds description of the subdivision, with exact acreage, in reference to the deed records of the county, including the volume and page of the deed for the land being platted.

_____ Zoning of subject lot and adjoining properties.

_____ The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unplatted land.

_____ Lines or limits designating boundaries of municipalities, counties and special districts such as municipal utility districts, road utility districts, etc.

_____ The 100-year floodplain, if applicable, shall be delineated.

_____ Right-of-way and public property to be abandoned should be identified on the plat, but information is to be provided separately as required for creation of an abandonment ordinance.

_____ Finished floor elevation, proposed grading and drainage for all single-family lots. The builder is responsible for furnishing a certification of the foundation elevation and building setbacks prior to construction of a foundation.

Utilities, paving, and drainage

_____ Construction plans. Five sets of construction plans shall accompany submittal of any final plat. The construction plans shall contain engineering data for the construction of all public improvements, such as water, sanitary sewer, storm sewer and paving, consistent with current city development standards and master plans. **See Section 98-63 of city code for list of requirements.**

_____ Flowage easements, if any, pertaining to drainage, including a note regarding responsibility for maintenance.



_____ Existing and proposed streets and alleys, including widths of right-of-way and pavement. Street names shall provide continuity with existing streets. Where a development abuts a street shown on the city's thoroughfare plan, the preliminary plat shall include a proposed dedication of right-of-way in accordance with the requirements of the thoroughfare plan.

_____ Control of access lines, corner clips, and clear vision areas.

_____ Block lengths for each block included in the plat.

Encumbrances

_____ Easements on or adjacent to the tract, existing and proposed, labeled as to size and type and with dimensional ties to property corners and centerline or boundary dimensions and bearings, and any deed restrictions or encumbrances which impact development of the lot. **See city code Section 98-95 for additional easement requirements.**

_____ Permanent structures and uses already existing within the subdivision that will remain.

Parks and other features

_____ Park land dedication meeting the requirements of Section 98-41 of Crowley city code.

_____ The park dedication agreement shall be finalized at the time of approval of the final plat, including all dedications and /or fees to be paid at this time. The agreement, including the approval date, must be noted on the face of the plat.

_____ All land dedicated for public use or reserved for the common use of all property owners, together with conditions or limitations of such use. Such dedications or reservations must be designated by a separate lot and block

_____ Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills, and monuments.

Variances

_____ Variances from this chapter which may be requested shall be listed on the face of the plat.

Surveyor certification

_____ Certification by a licensed land surveyor, registered in the state, with the following statement:

This is to certify that I, _____, a Registered Professional Land Surveyor of the State of Texas, have platted the above subdivision from an actual survey made under my supervision on the ground, and all monuments and corner pins shown exist and are correctly described and are properly marked on the ground, and this plat correctly represents the survey made by me.

(print name), Surveyor

Texas R.P.L.S. No. _____



Date: _____

(seal)

Signatures and dedications

_____ A certification of ownership and dedication of all streets, alleys, parks, easements and other public ways, signed and acknowledged before a notary public by the owner, trustee or person duly authorized to sign the plat. This will include any lienholders on the property. **See section 98-133.**

- If more than one owner, all will have to sign the plat. Include lienholder signature, if any.
- All signatures must be notarized.

Signature Blocks for Final Plats

One of the following certificates shall be placed on the final plat:

(a) If variances other than those approved by the city council at preliminary plat stage are requested:

- List: Variance(s) approved with date(s)
- New Variance(s) requested
- Recommended for Approval

_____	_____ / _____ / _____
[Name], Chairman, Planning and Zoning Commission City of Crowley, Texas	Date
Approved and accepted	
_____	_____ / _____ / _____
[Name], Mayor, City of Crowley, Texas	Date

(b) If no variances other than those approved by the city council at preliminary plat stage are requested

- List variance(s) approved with date(s)
- All variances (if any) from the general development ordinance approved by city council

_____	_____ / _____ / _____
[Name], Chairman, Planning and Zoning Commission City of Crowley, Texas	Date

The undersigned, the city secretary of the City of Crowley, Texas, hereby certifies that the foregoing final plat of the subdivision or addition to the City of Crowley was submitted to the appropriate planning and zoning commission or city council as required by the ordinances of the City of Crowley on the day of , and such body by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public places and water and sewer lines, as shown and set forth in and upon said plat, said body further authorized the acceptance thereof by signing as hereinabove subscribed in the capacity stated.

Witness by hand this day

_____	_____ / _____ / _____
[Name], City Secretary, City of Crowley, Texas	Date